



**Viewing Employee/Retiree Benefits**

This Job Aid walks users with the Benefits Read-Only Role through the processes used to view an employee or retiree’s Health Benefits and Health Premium Reward information and provides overview information pertaining to the information available for review.

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## Viewing the Current Benefits Summary Page

Use this process to view an employee or retiree's Health Benefits and Health Premium Reward information on a single page. Please note that only the current (enrollments effective dated with today's date or earlier) summary information is available for review on the **Current Benefits Summary** page. Refer to the following sections in this Job Aid to view detailed Health Benefits or Health Premium Reward information or to view any future effective dated enrollments:

- Detailed Health Benefits information: [Viewing the Health Benefits Page](#)
- Detailed Health Premium Reward information: [Viewing the Simple Benefits Page](#)

1. Navigate to the **Current Benefits Summary** page using the following path:

**Navigator > Benefits > Review Employee Benefits > Current Benefits Summary**

The **Current Benefits Summary Search** page displays.

### Current Benefits Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

**Empl ID** begins with ▼

**Benefit Record Number** = ▼

**Name** begins with ▼

**Last Name** begins with ▼

**Business Unit** begins with ▼

**Department Set ID** begins with ▼  🔍

**Department** begins with ▼  🔍

**Organizational Relationship** = ▼  ▼

**Alternate Character Name** begins with ▼

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

2. Enter the employee's Employee ID in the **Empl ID** field.

**Note:** If the Employee ID is not known, alternatively use any of the search criteria fields to search for the applicable employee/retiree.

3. Click the **Search** button.

The search results display at the bottom of the page.

**Current Benefits Summary**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**▼ Search Criteria**

Empl ID

Benefit Record Number

Name

Last Name

Business Unit

Department Set ID

Department

Organizational Relationship

Alternate Character Name

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

---

**Search Results**

View All 1-2 of 2

Empl ID	Benefit Record Number	Name	Last Name	Business Unit	Department	Organizational Relationship	Primary Empl Record	Alternate Character Name
	0	JOHN DOE	DOE	50100	10015	Emp	0	(blank)
	2	JOHN DOE	DOE	VRSRT	99999	Emp	2	(blank)

**Note:** For VRS Retirees, two rows will display in the search results. To view the retiree’s historical (pre-retirement) Health Benefits and Premium Rewards information, view the row with Benefit Record Number “0”. To view the retiree’s current Health Benefits and Health Premium Reward information, view the row with the Benefit Record Number greater than “0” (“VRSRT” will display in the **Business Unit** column).

- Click the link in the **Empl ID** field for the row you want to view.



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The **Current Benefits Summary** page displays for the applicable employee/retiree with the **Benefit Enrollment Summary** tab displayed by default.

← Cardinal Homepage
Current Benefits Summary

Benefit Enrollment Summary

Benefit Deduction Summary

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2  
 Primary Empl Record 2

Benefits System Benefits Administration  
 Benefit Program RET Retiree  
 Benefits Status Active

**Current Enrollments**

Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin
Medical	Elect	ACC4	COVA EVH	Family	01/01/2018
Health Premium Reward	Elect	PRWDBT	Par&Spouse		07/01/2022

Return to Search

Previous in List

Next in List

[Benefit Enrollment Summary](#) | [Benefit Deduction Summary](#)

- Review the **Header** section. The following table provides an overview of the information available for review in the **Header** section:

Field	Description
Name	Displays the employee or retiree’s name.
ID	Displays the employee or retiree’s Employee ID.
Benefit Record Number	Displays the Benefit Record Number. Employees will have a Benefit Record Number of “0”. Retirees will have a Benefit Record Number of greater than “0” when viewing their current Health Benefits and Health Premium Reward information.
Primary Empl Record	Displays the employee or retiree’s Primary Employee Record Number. <b>Note:</b> This number may not always match the Benefit Record Number.
Benefits System	Will always display “Benefits Administration”.
Benefit Program	Displays the current Benefit Program.
Benefits Status	Displays the current Benefits Status for the employee/retiree. “Active” or “Inactive”.



← Cardinal Homepage
Current Benefits Summary

Benefit Enrollment Summary

Benefit Deduction Summary

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2  
 Primary Empl Record 2

Benefits System Benefits Administration  
 Benefit Program RET Retiree  
 Benefits Status Active

**Current Enrollments**

Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin
Medical	Elect	ACC4	COVA EVH	Family	01/01/2018
Health Premium Reward	Elect	PRWDBT	Par&Spouse		07/01/2022

Return to Search

Previous in List

Next in List

[Benefit Enrollment Summary](#) | [Benefit Deduction Summary](#)

6. Review the Health Benefits information within the **Current Enrollments** section. The following table provides an overview of the Health Benefits information available for review in the **Current Enrollments** section:

Field	Description
Plan Type	Displays the Plan Type of "Medical".
Coverage Election	Displays a value of "Elect" if the employee/retiree is currently enrolled in a Health Benefits plan.  Displays a value of "Waive" if the employee or retiree has waived their enrollment in a Health Benefits plan.
Benefit Plan	Displays the elected Health Benefits plan as applicable.
Description	Displays a description of the Health Benefits plan as applicable.
Coverage or Participation	Displays the coverage elected as applicable (Family, Single, Self + Spouse, or Self + Child).
Coverage Begin	Displays the coverage begin date for the elected Health Benefits plan.

← [Cardinal Homepage](#)
**Current Benefits Summary**

**Benefit Enrollment Summary**
[Benefit Deduction Summary](#)

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2  
 Primary Empl Record 2

Benefits System Benefits Administration  
 Benefit Program RET Retiree  
 Benefits Status Active

**Current Enrollments**

Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin
Medical	Elect	ACC4	COVA EVH	Family	01/01/2018
Health Premium Reward	Elect	PRWDBT	Par&Spouse		07/01/2022

[Return to Search](#)
[Previous in List](#)
[Next in List](#)

[Benefit Enrollment Summary](#) | [Benefit Deduction Summary](#)

7. Review the Health Premium Reward information within the **Current Enrollments** section. The following table provides an overview of the Health Premium Reward information available for review in the **Current Enrollments** section:

Field	Description
Plan Type	Displays the Plan Type of "Health Premium Reward".
Coverage Election	Displays a value of "Elect" if the employee/retiree is currently enrolled in a Health Premium Reward plan.  Displays a value of "Waive" if the employee/retiree is not yet eligible for a Health Premium Reward plan.
Benefit Plan	Displays the Health Premium Reward plan as applicable.
Description	Displays a description of the Health Premium Reward plan as applicable.  PRWDBT: Par&Spouse PRWDEE: ParOnly PRWDSP: SpouseOnly (Par is Participant)  <b>Note for VRS:</b> In order to validate that the Health Premium Reward amount is correct, review this description and then verify in VNAV that the amount is correct.
Coverage or Participation	This field is not utilized for Health Premium Reward plans.
Coverage Begin	Displays the coverage begin date for the Health Premium Reward plan.



[< Cardinal Homepage](#) Current Benefits Summary

[Benefit Enrollment Summary](#) [Benefit Deduction Summary](#)

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**JOHN DOE** Employee ID [REDACTED] Benefit Record Number 2  
Primary Empl Record 2

Benefits System: Benefits Administration  
Benefit Program: RET Retiree  
Benefits Status: Active

**Current Enrollments**

Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin
Medical	Elect	ACC4	COVA EVH	Family	01/01/2018
Health Premium Reward	Elect	PRWDBT	Par&Spouse		07/01/2022

[Return to Search](#) [Previous in List](#) [Next in List](#)

[Benefit Enrollment Summary](#) | [Benefit Deduction Summary](#)

8. Click the **Benefit Deduction Summary** tab.

The **Benefit Deduction Summary** tab displays.

< Cardinal Homepage
Current Benefits Summary

Benefit Enrollment Summary

Benefit Deduction Summary

JOHN DOE Employee ID   Benefit Record Number 2

Primary Empl Record 2

Payroll System Payroll for North America

Pay Group MNP Non-Payroll

Payroll Status Active

Return to Search
Previous in List
Next in List

[Benefit Enrollment Summary](#) | [Benefit Deduction Summary](#)

9. Review the Benefit Deduction Summary information as needed. The following table provides an overview of the information available for review:

Field	Description
Name	Displays the employee or retiree's name.
ID	Displays the employee or retiree's Employee ID.
Benefit Record Number	Displays the Benefit Record Number. Employees will have a Benefit Record Number of "0". Retirees will have a Benefit Record Number of greater than "0" when viewing their current Health Benefits and Health Premium Reward information.
Primary Empl Record	Displays the employee or retiree's Primary Employee Record Number. <b>Note:</b> This number may not always match the Benefit Record Number.
Payroll System	Will always display "Payroll for North America".
Pay Group	Displays the applicable Pay Group. <b>Note:</b> For VRS retirees, a value of "MNP Non-Payroll" will display as they are paid out of VNAV vice Cardinal Payroll.
Payroll Status	Displays the current Payroll Status for the employee/retiree. "Active" or "Inactive".

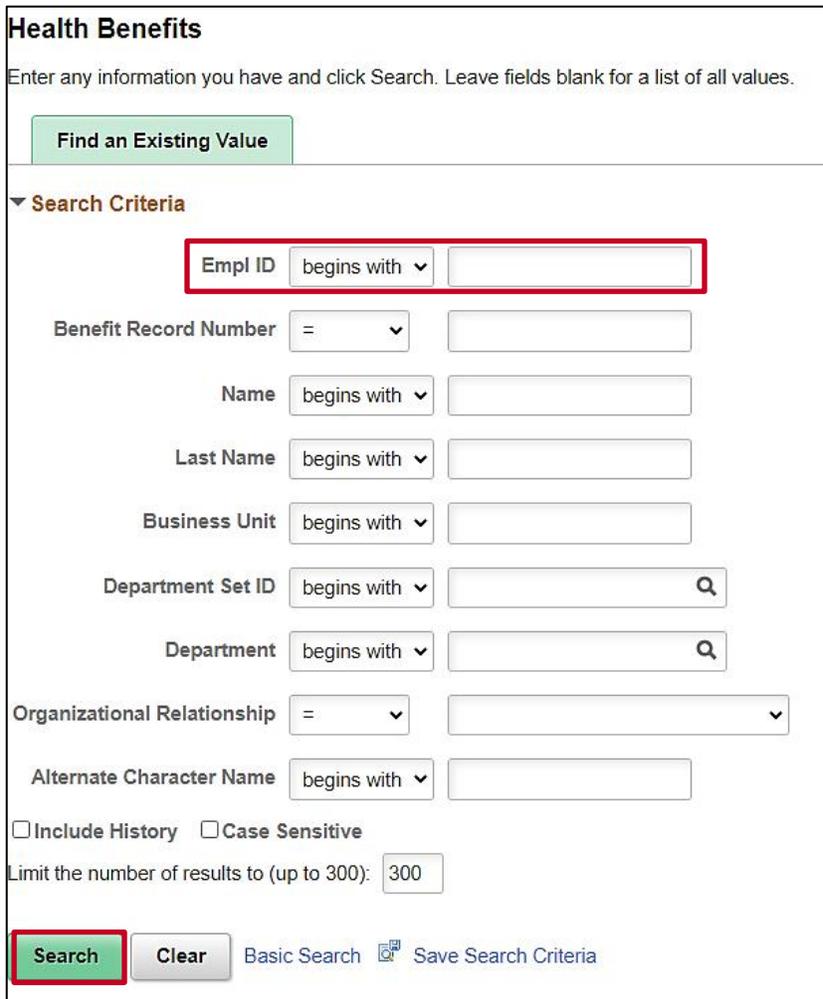
**Viewing the Health Benefits Page**

Use this process to view an employee or retiree's detailed Health Benefits information (current, historical, or future).

10. Navigate to the **Current Benefits Summary** page using the following path:

**Navigator > Benefits > Enroll In Benefits > Health Benefits**

The **Health Benefits Search** page displays.



11. Enter the employee's Employee ID in the **Empl ID** field.

**Note:** If the Employee ID is not known, alternatively use any of the search criteria fields to search for the applicable employee/retiree.

12. Click the **Search** button.

The search results display at the bottom of the page.

**Health Benefits**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Empl ID begins with

Benefit Record Number =

Name begins with

Last Name begins with

Business Unit begins with

Department Set ID begins with

Department begins with

Organizational Relationship =

Alternate Character Name begins with

Include History  Case Sensitive

Limit the number of results to (up to 300):

Search
Clear
Basic Search
🔗
Save Search Criteria

**Search Results**

View All 1-2 of 2

Empl ID	Benefit Record Number	Name	Last Name	Business Unit	Department	Organizational Relationship	Primary Empl Record	Alternate Character Name
	0	JOHN DOE	DOE	50100	10015	Emp	0	(blank)
	2	JOHN DOE	DOE	VRSRT	99999	Emp	2	(blank)

**Note:** For VRS Retirees, two rows will display in the search results. To view the retiree’s historical (pre-retirement) Health Benefits information, view the row with Benefit Record Number “0” (always select the **Include History** checkbox in order to view comprehensive historical information). To view the retiree’s current Health Benefits information, view the row with the Benefit Record Number greater than “0” (“VRSRT” will display in the **Business Unit** column).

13. Click the link in the **Empl ID** field for the row you want to view.



The **Health Benefits** page displays for the applicable employee/retiree.

< Cardinal Homepage
Health Benefits

**Health Benefits**

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2

**Plan Type** 1 of 1 | View All

Plan Type 10 Medical

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**Coverage** 1 of 1 | View All

Coverage Begin Date 01/01/2018 Deduction Begin Date 01/01/2018

**Coverage Election**

Elect
  Waive
  Terminate
 Election Date 07/20/2021

Benefit Program RET  
 Benefit Plan ACC4 COVA Cr+Exp Den+Vision&Hrng Option Code 44  
 Coverage Code 4 Family  
 Health Provider ID  Previously Seen  
 Employee Status Active

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**Dependent/Beneficiaries** 1-2 of 2

ID	Name	Relationship to Employee	Health Provider ID	Prev Seen	Covered Person Type	Age Limit Flg
01	DOE,JESSICA K	Spouse		<input type="checkbox"/>	Spouse	N
03	Doe,Mia K	Child		<input type="checkbox"/>	Child	Y

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History

14. Review the **Header** section. The following table provides an overview of the information available for review in the **Header** section:

Field	Description
Name	Displays the employee or retiree’s name.
ID	Displays the employee or retiree’s Employee ID.
Benefit Record Number	Displays the Benefit Record Number. Employees will have a Benefit Record Number of “0”. Retirees will have a Benefit Record Number of greater than “0” when viewing their current Health Benefits information.



< Cardinal Homepage
Health Benefits

**Health Benefits**

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2

**Plan Type** 1 of 1 View All

Plan Type 10 Medical

**Coverage** 1 of 1 View All

Coverage Begin Date 01/01/2018 Deduction Begin Date 01/01/2018

**Coverage Election**

Elect  Waive  Terminate Election Date 07/20/2021

Benefit Program RET  
 Benefit Plan ACC4 COVA Cr+Exp Den+Vision&Hmg Option Code 44  
 Coverage Code 4 Family  Previously Seen

Health Provider ID  
 Employee Status Active

**Dependent/Beneficiaries** 1-2 of 2

ID	Name	Relationship to Employee	Health Provider ID	Prev Seen	Covered Person Type	Age Limit Flg
01	DOE,JESSICA K	Spouse		<input type="checkbox"/>	Spouse	N
03	Doe,Mia K	Child		<input type="checkbox"/>	Child	Y

15. Review the **Plan Type** section. The following table provides an overview of the information available for review in the **Plan Type** section:

Field	Description
Plan Type	Displays the applicable Health Benefit Plan.

< Cardinal Homepage
Health Benefits

**Health Benefits**

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2

---

**Plan Type** 1 of 1 | View All

Plan Type 10 Medical

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**Coverage** 1 of 1 | View All

Coverage Begin Date 01/01/2018 Deduction Begin Date 01/01/2018

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**Coverage Election**

Elect
  Waive
  Terminate
 Election Date 07/20/2021

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Benefit Program RET  
 Benefit Plan ACC4 COVA Cr+Exp Den+Vision&Hmg Option Code 44  
 Coverage Code 4 Family  Previously Seen  
 Health Provider ID  
 Employee Status Active

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**Dependent/Beneficiaries** 1-2 of 2

ID	Name	Relationship to Employee	Health Provider ID	Prev Seen	Covered Person Type	Age Limit Flg
01	DOE,JESSICA K	Spouse		<input type="checkbox"/>	Spouse	N
03	Doe,Mia K	Child		<input type="checkbox"/>	Child	Y

---

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History

16. Review the **Coverage** section. The following table provides an overview of the information available for review in the **Coverage** section:

Field	Description
Coverage Begin Date	Displays the date that the selected coverage began.
Deduction Begin Date	Displays the date that deductions began.  For employees, deduction amounts can be reviewed in Cardinal Payroll.  For VRS Retirees, deduction amounts can be reviewed in VNAV.



[< Cardinal Homepage](#) Health Benefits

**Health Benefits**

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2

**Plan Type** 1 of 1 View All

Plan Type 10 Medical

**Coverage** 1 of 1 View All

Coverage Begin Date 01/01/2018 Deduction Begin Date 01/01/2018

**Coverage Election**

Elect  Waive  Terminate Election Date 07/20/2021

Benefit Program RET  
Benefit Plan ACC4 COVA Cr+Exp Den+Vision&Hmg Option Code 44  
Coverage Code 4 Family  Previously Seen

Health Provider ID  
Employee Status Active

**Dependent/Beneficiaries** 1-2 of 2

ID	Name	Relationship to Employee	Health Provider ID	Prev Seen	Covered Person Type	Age Limit Flg
01	DOE,JESSICA K	Spouse		<input type="checkbox"/>	Spouse	N
03	Doe,Mia K	Child		<input type="checkbox"/>	Child	Y

17. Review the **Coverage Election** section. The following table provides an overview of the information available for review in the **Coverage Election** section:

Field	Description
Elect / Waive / Terminate	Applicable radio button is selected based on the following: Elect: Coverage was elected Waive: Coverage was waived Terminate: Coverage Termined / No eligibility
Election Date	Displays the date of election for the Plan as applicable.
Benefits Program	Displays the Benefits Program name. Examples: SAL: State Salaried Program LOD: LODA Program RET: Retiree Program
Benefit Plan	Displays the Benefit Plan name. Examples: ACC2: State Plan LOD1: LODA Plan 142F01: TLC Plan ACC4: Retiree Plan
Coverage Code	Displays the coverage level as follows: 1: Self 2: Self + Spouse 3: Self + 1 Child 4: Family (Self + 2 or more)
Health Provider ID	This field is not utilized in Cardinal.
Employee Status	Displays the employee or retiree's status. Active or Inactive.
Enroll All Dependents	This button is not utilized by users with the BN Read-Only role.



Cardinal Homepage Health Benefits

**Health Benefits**

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2

Plan Type: 10 Medical

Coverage: Coverage Begin Date 01/01/2018 Deduction Begin Date 01/01/2018

Coverage Election:  Elect  Waive  Terminate Election Date 07/20/2021

Benefit Program RET  
 Benefit Plan ACC4 COVA Cr+Exp Den+Vision&Hmg Option Code 44  
 Coverage Code 4 Family  Previously Seen

Health Provider ID  
 Employee Status Active  
 Enroll All Dependents

**Dependent/Beneficiaries**

ID	Name	Relationship to Employee	Health Provider ID	Prev Seen	Covered Person Type	Age Limit Flg
01	DOE,JESSICA K	Spouse		<input type="checkbox"/>	Spouse	N
03	Doe,Mia K	Child		<input type="checkbox"/>	Child	Y

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History

18. Review the **Dependent/Beneficiaries** section. The following table provides an overview of the information available for review in the **Dependent/Beneficiaries** section for each dependent/beneficiary. Please note that only dependents enrolled in Health Coverage will be displayed and available for review in this section. VNAV remains the system of record for employee/retiree’s beneficiaries.

Field	Description
ID	Displays the unique ID assigned to each dependent.
Name	Displays the dependent’s name (Last Name, First Name, MI).
Relationship to Employee	Displays the dependent’s relationship to the employee/retiree. Spouse, Child, Step Child, Other Child, or Ex-Spouse
Health Provider ID	This field is not utilized in Cardinal.
Prev Seen	This field is not utilized in Cardinal.
Covered Person Type	Displays as either Spouse or Child.
Age Limit Flg	This flag will be set to “Y” for any dependent that has an age 26 restriction.

**Viewing the Simple Benefits Page**

Use this process to view an employee or retiree's detailed Health Premium Reward information.

19. Navigate to the **Simple Benefits** page using the following path:

**Navigator > Benefits > Enroll In Benefits > Simple Benefits**

The **Simple Benefit Search** page displays.

**Simple Benefit**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
  
**▼ Search Criteria**  

<b>Empl ID</b>	begins with ▼	<input type="text"/>
<b>Benefit Record Number</b>	= ▼	<input type="text"/>
<b>Name</b>	begins with ▼	<input type="text"/>
<b>Last Name</b>	begins with ▼	<input type="text"/>
<b>Business Unit</b>	begins with ▼	<input type="text"/>
<b>Department Set ID</b>	begins with ▼	<input type="text"/> <input type="button" value="Q"/>
<b>Department</b>	begins with ▼	<input type="text"/> <input type="button" value="Q"/>
<b>Organizational Relationship</b>	= ▼	<input type="text"/> ▼
<b>Alternate Character Name</b>	begins with ▼	<input type="text"/>

Include History    Case Sensitive  
Limit the number of results to (up to 300):

[Basic Search](#)

20. Enter the employee's Employee ID in the **Empl ID** field.

**Note:** If the Employee ID is not known, alternatively use any of the search criteria fields to search for the applicable employee/retiree.

21. Click the **Search** button.



The search results display at the bottom of the page.

### Simple Benefit

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID

Benefit Record Number

Name

Last Name

Business Unit

Department Set ID

Department

Organizational Relationship

Alternate Character Name

Include History  Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

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Search Results

View All 1-2 of 2

Empl ID	Benefit Record Number	Name	Last Name	Business Unit	Department	Organizational Relationship	Primary Empl Record	Alternate Character Name
<a href="#">[Link]</a>	0	JOHN DOE	DOE	50100	10015	Emp	0	(blank)
<a href="#">[Link]</a>	2	JOHN DOE	DOE	VRSRT	99999	Emp	2	(blank)

**Note:** For VRS Retirees, two rows will display in the search results. To view the retiree’s historical (pre-retirement) Health Premium Reward information, view the row with Benefit Record Number “0” (always select the **Include History** checkbox in order to view comprehensive historical information). To view the retiree’s current Health Premium Reward information, view the row with the Benefit Record Number greater than “0” (“VRSRT” will display in the **Business Unit** column).

22. Click the link in the **Empl ID** field for the row you want to view.



The **Simple Benefits** page displays for the applicable employee/retiree.

← Cardinal Homepage
Simple Benefits

**Simple Benefits**

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2

**Plan Type** Q | | << >> 1 of 1 | View All

Plan Type AY Health Premium Reward

**Coverage** Q | | << >> 1 of 1 | View All

Coverage Begin Date 07/01/2022 ↻ Deduction Begin Date 07/01/2022 ↻

**Coverage Election**

Elect
  Waive
  Terminate ↻
Election Date 05/11/2022

Benefit Program RET Retiree

Benefit Plan PRWDBT Premium Reward Par & Spouse

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History

23. Review the **Header** section. The following table provides an overview of the information available for review in the **Header** section:

Field	Description
Name	Displays the employee or retiree’s name.
ID	Displays the employee or retiree’s Employee ID.
Benefit Record Number	Displays the Benefit Record Number. Employees will have a Benefit Record Number of “0”. Retirees will have a Benefit Record Number of greater than “0” when viewing their current Health Premium Reward information.

← Cardinal Homepage
Simple Benefits

**Simple Benefits**

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2

**Plan Type** Q | << < 1 of 1 > >> | View All

---

Plan Type AY Health Premium Reward

**Coverage** Q | << < 1 of 1 > >> | View All

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Coverage Begin Date 07/01/2022 ↻ Deduction Begin Date 07/01/2022 ↻

**Coverage Election**

Elect
  Waive
  Terminate ↻
Election Date 05/11/2022

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Benefit Program RET Retiree

Benefit Plan PRWDBT Premium Reward Par & Spouse

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History

24. Review the **Plan Type** section. The following table provides an overview of the information available for review in the **Plan Type** section:

Field	Description
Plan Type	Displays the applicable Health Premium Reward Plan.

← Cardinal Homepage
Simple Benefits

**Simple Benefits**

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2

---

**Plan Type** Q | << < 1 of 1 > >> | View All

Plan Type AY Health Premium Reward

**Coverage** Q | << < 1 of 1 > >> | View All

Coverage Begin Date 07/01/2022 Deduction Begin Date 07/01/2022

**Coverage Election**

Elect
  Waive
  Terminate 
Election Date 05/11/2022

Benefit Program RET Retiree

Benefit Plan PRWDBT Premium Reward Par & Spouse

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History

25. Review the **Coverage** section. The following table provides an overview of the information available for review in the **Coverage** section:

Field	Description
Coverage Begin Date	Displays the date that the selected coverage began.
Deduction Begin Date	Displays the date that deductions began.  For employees, deduction amounts can be reviewed in Cardinal Payroll.  For VRS Retirees, deduction amounts can be reviewed in VNAV.

← Cardinal Homepage
Simple Benefits

**Simple Benefits**

JOHN DOE Employee ID [REDACTED] Benefit Record Number 2

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**Plan Type** 1 of 1 | View All

Plan Type AY Health Premium Reward

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**Coverage** 1 of 1 | View All

Coverage Begin Date 07/01/2022 ↻ Deduction Begin Date 07/01/2022 ↻

**Coverage Election**

Elect   
  Waive   
  Terminate ↻

Election Date 05/11/2022

Benefit Program RET Retiree

Benefit Plan PRWDBT Premium Reward Par & Spouse

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History

26. Review the **Coverage Election** section. The following table provides an overview of the information available for review in the **Coverage Election** section:

Field	Description
Elect / Waive / Terminate	Applicable radio button is selected based on the following:  Elect: Coverage was elected Waive: Coverage was waived Terminate: Coverage Termed / No eligibility
Election Date	Displays the date of election for the Plan as applicable.
Benefit Program	Displays the Benefits Program name. Examples: SAL: State Salaried Program RET: Retiree Program
Benefit Plan	Displays the Benefit Plan name. Examples: PRWDBT: Par&Spouse PRWDEE: ParOnly PRWDSP: SpouseOnly